



COUNTY OF SAN DIEGO  
**Great Government Through the General Management System – Quality, Timeliness, Value**  
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

MASTER FLEET TECHNICIAN

Class No. 006105

■ CLASSIFICATION PURPOSE

To perform mechanical, hydraulic, electrical maintenance and repairs to automobiles, buses, light and heavy trucks, construction and industrial equipment; and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

Master Fleet Technician is a fully skilled, journey-level mechanic class. Under the supervision of a Fleet Team Leader, a Master Fleet Technician performs a wide variety of automotive/heavy equipment work and may provide technical direction to subordinate technicians repairing county vehicles and equipment and assist in supervisory duties at garage locations. Master Fleet Technician differs from the next higher class, Fleet Team Leader, in that the latter is responsible for supervising a service/repair section or a maintenance facility.

■ FUNCTIONS

**The examples of essential functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position**

Essential Functions:

1. Installs, inspects, diagnoses, and repairs mechanical hydraulic defects in automobiles, light and heavy trucks, buses, construction, industrial and other mechanical equipment.
2. Performs general overhaul of engines (both gas and diesel), clutches, transmissions (including power shifts), differentials, final drives, track assemblies, brake systems, hydraulic systems, air systems, air conditioning systems, electrical systems, micro processor controlled systems, and all other components of a variety of equipment.
3. Completes preventive maintenance service and tune-ups.
4. Prepares new vehicles for service.
5. Repairs and installs truck bodies and special mounted equipment including emergency equipment.
6. Operates tow trucks and makes emergency repairs in the field on heavy trucks, tractors, automobiles, and other equipment.
7. Inputs parts and labor information for specific vehicles and/or repair orders into the Fleet Management Information System (FMIS).
8. Performs mechanical repairs and service involving the most complex automotive systems such as vehicle computers and electrical systems and electronically controlled hydraulic systems.
9. Assists in the planning, assignment, and scheduling of work for subordinate technicians.
10. Coordinates shop work with other departments or divisions.
11. Maintains garage inventories.
12. Diagnoses and resolves complex maneuverability problems.
13. Supports Fleet Team Leader in conducting team meetings, training, coaching, and overseeing repair order processing.
14. Provides courteous, high quality service to members of the public by personally responding to requests for service or appropriate referral.

## ■ KNOWLEDGE, SKILLS AND ABILITIES

### Knowledge of:

- Diagnosis, service, installation, major overhaul and maintenance of all types of automotive, construction, and industrial equipment.
- Supervision and training principles and techniques.
- EPA (air pollution control) requirements for motor vehicles.
- Testing methods use to identify malfunctions in all types of automotive, construction and industrial equipment.
- Shop and field safety practices.
- Shop organization.
- Diagnostics of gas/diesel engines, and scope of repair.
- Field emergency procedures.
- Dispatching field support staff and equipment.
- Field emergency needs and equipment.
- Fleet Management Information System (FMIS).
- Customer service and performance monitoring/measurement.
- Current Technological diagnostic systems/programs to interpret needs in repair or maintenance of equipment.
- Handling of hazardous material spills and disposal.
- Alternative fuel systems.
- Maneuverability testing as a diagnostic response.
- Multi-faceted programs such as Smog Check II, and Biennial Inspection of terminals (BIT) for commercial vehicles.
- Storm Water rules and regulations.
- County customer service objectives and strategies.

### Skills and Abilities to:

- Use manufacturer's maintenance and repair parts manuals, and all shop tools/equipment/lifts.
- Diagnose and repair vehicle and equipment malfunctions.
- Use automotive and heavy equipment testing devices to accurately identify malfunctions.
- Prepare maintenance and repair reports.
- Diagnose complex maneuverability problems.
- Operate complex diagnostic equipment including Monitor 2000 and 4000, dynamometers, five-gallon analyzers, Freon detectors, A/C service centers and recycling systems, and testing and maneuverability scanners.
- Maintain garage inventories.
- Coordinate shop and field repair work with other departments or divisions.
- Emphasize and demonstrate the department's goal of customer service in all aspects of the work.
- Communicate effectively both orally and in writing.
- Establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

## ■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills, and abilities listed above. An example of qualifying education/experience is high School diploma or GED; AND seven (7) years experience in the repair of automotive and/or truck equipment; OR two (2) years of experience as an Equipment Mechanic and/or Senior Fleet Technician in the County of San Diego; OR possession of certificate or degree from an accredited college in automotive technology or truck technology; AND, five (5) years of experience in the repair of automotive equipment.

## ■ ESSENTIAL PHYSICAL CHARACTERISTICS

**The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.**

Prolonged standing, and strenuous physical activities including lifting and carrying heavy objects frequently weighing up to 50 pounds and occasionally up to 70 pounds. Occasional: sitting, bending, (neck), bending (waist) squatting, climbing, and kneeling. Frequent: walking, twisting (neck), and twisting (waist). Constant: hand use and standing.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A/C and Refrigerant licenses are required at time of appointment, and must be maintained throughout employment in this class.

A valid California Class B driver's license within six (6) months of appointment, and must be maintained throughout employment in this class. A valid California Class A driver's license may be required subject to the type of vehicles the incumbent is assigned to service and repair.

Certification/Registration

Must possess and maintain ASE certification as an Automobile Technician or Medium/Heavy Truck Technician.

Automobile Technician	Medium/ Heavy Truck Technician
■ Engine Repair	■ Gasoline Engines
■ Automatic transmission/transaxle	■ Diesel Engines
■ Manual drive train & axles	■ Drive train
■ Suspension and steering	■ Suspension & steering
■ Brakes/ABS	■ Brakes/ABS
■ Electrical/electronic systems	■ Electrical/electronic systems
■ Heating & air conditioning	■ Heating, ventilation and air conditioning
■ Engine performance	■ Preventative maintenance inspection

Working Conditions

Exposure to noise, dust, cleaning solvents, battery acids, and exhaust fumes. Work in confined spaces and occasionally repair vehicles disabled in freeway traffic or off-road; exposure to computer screens. Subject to emergency callback, evening and weekend work.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on number, severity, and recency. Applicants will be subject to a background check.

Probationary Period:

Incumbents appointed to permanent positions in this class shall serve a probationary period of 12 months (Civil Service Rule 4.2.5).

**New: June 25, 1982**  
**Revised: February 10, 2003**  
**Reviewed: Spring 2004**